



# City of Grand Rapids

## Parking Facility – Surface Lot Checklist

### PRELIMINARY INFORMATION

- A license is required for any property storing ten (10) or more vehicles, where the vehicle owner is charged a fee and is open to the general public.
- At each public entrance there will be a sign with the following information: Name of the licensee, hours of the day/night when the facility is open, rate charged, closing hour, if there are multiple rates to be charged they will all be in the same font size and dimension not less than six (6) inches in height.
  - Change from day to night rate will not be effective before 5:30pm and notice shall be on the signs.
  - Rates and charges, and maximum rates will be in dollars and cents, not solely time.
  - Any change to the rates or rate schedule must be filed with the City Clerk's office at least thirty (30) days prior to change.
- Lot must be enclosed with a fence, wall or other barrier so that vehicles may only enter/exit at established entrances/exits.
- Lot must be paved and properly drained.

### CHECKLIST

<input type="checkbox"/>	Completed Parking Facility Application (part I and part II).
<input type="checkbox"/>	Completed Rate Declaration Form.
<input type="checkbox"/>	Non-refundable <a href="#">application fee</a> .
<input type="checkbox"/>	License must be displayed openly on the property where all customers can see.

\*Rules and regulations associated with Parking Facilities can be found in [Chapter 97](#) of the Grand Rapids City Code entitled "Parking Facilities."

\*\*General Licensing Regulations can be found in [Chapter 91](#) of the Grand Rapids City Code entitled "Licensing and Regulation Generally."